



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION ARTILLERY (M)
FORT HOOD, TX 76544

AFYB-DA-CDR

9 JULY 2004

COMMAND POLICY MEMORANDUM:

SUBJECT: Commander's Open Door Policy: CO-2

1. I demand that the chain of command address a Soldier's problems promptly. Noncommissioned officers and officers in the Soldier's chain of command and NCO support channel normally accomplish this.
2. All subordinate commanders will have an open door policy that allows a Soldier an opportunity to present an issue he or she is not able to resolve using his or her chain of command.
3. Soldiers who believe that their problems have not been properly addressed or who wish to see me personally may make an appointment through the DIVARTY Command Sergeant Major or see me directly any evening I am in the brigade headquarters after 1700.
4. Post a copy of this letter on all unit bulletin boards, and ensure all incoming personnel read and understand it as part of their unit in-briefing.

A handwritten signature in dark ink, appearing to read "Allen W. Batschelet", is positioned above the printed name.

ALLEN W. BATSCHELET
COL, FA
Commanding

Distribution:

A+



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COMMAND POLICY MEMORANDUM:

SUBJECT: Commander's Equal Opportunity Policy: CO-E-1

1. Fair treatment of Soldiers is critical to good morale and discipline within the Brigade. I strongly support Army policies concerning equal opportunity and feel that the "Golden Rule" always applies: "Treat others as you would want to be treated."
2. Equal opportunity policies assure Soldiers that they will be treated fairly irrespective of their race, color, sex, creed, or national origin. Leaders will judge Soldiers solely on the basis of their qualifications, individual performance, attitude, and contributions.
3. I expect all leaders in the Brigade to be well informed of EO policies, teach and maintain the values of respect, and to always set the example. Commanders and leaders must establish an environment that fosters a spirit of respect, mutual trust, and unit cohesion.
4. I will not tolerate discrimination, verbal abuse, intimidation, unequal treatment, or derogatory comments. I expect commanders to take swift and positive action to eliminate discrimination, using all available administrative and disciplinary tools.
5. Post a copy of this letter on all unit bulletin boards; ensure all incoming personnel read and understand it as part of their unit in-briefing; and retrain all personnel annually.

A handwritten signature in black ink, appearing to read "Allen W. Batschelet", is positioned above the printed name.

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COMMAND POLICY MEMORANDUM:

SUBJECT: Prevention of Sexual Assault: CO-E-2

1. The prevention of sexual assault is a responsibility of command and a function of leadership. All leaders will help sustain an environment of dignity and respect and will immediately address and fully investigate allegations of sexual assault.
2. Victims of sexual assault will receive prompt, professional, and compassionate care. Leaders will familiarize themselves with the Army's victim/witness assistance program (AR 27-10, Chapter 18) and will ensure that they notify the appropriate investigating agency when they are informed of an incident.
3. Reporting options for victims of sexual abuse include the chain of command, medical facilities (to include the 24-hour emergency room), the Staff Judge Advocate, the Provost Marshal's Office, chaplains, the Inspector General, the EO office, the EEO office, and the EO/Sexual Harassment Hotline. Leaders will ensure that anyone filing a complaint with any of these agencies will be protected against acts or threats of reprisal.
4. I am personally committed to ensuring that all the Soldiers of this Brigade are treated with the respect and dignity they deserve. I demand that we uphold the Army values, warrior ethos, and professionalism that have made us great. I will not tolerate incidents that negatively affect this unit's trust, health, welfare, morale, and combat readiness.
5. Post a copy of this letter on all unit bulletin boards; ensure all incoming personnel receive Prevention of Sexual Assault Awareness Training as part of their unit in-briefing; and conduct such training semi-annually at every unit.

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COL, FA
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